

Correspondence Management system

- Overview
- Components
- Features





INTELLIGENT CORRESPONDENCE MANAGEMENT SYSTEM

Netways Intelligent Correspondence Management System helps companies reorganize and manage all of their processes by providing a centralized system for every incoming, outgoing and internal correspondence.

Netways CMS allows the correspondence routing and archiving through a structured process while ensuring an outstanding search and reporting capabilities which give the companies visibility and control on all their correspondence. In addition of sending and receiving correspondences, Netways CMS allows users to track, escalate, search, assign, forward, manage permissions with content sharing depending on roles and business rules.

The system provides a set of exceptional features such as multiple input channels which allows users to add the correspondence by scanning or uploading the attachment or transferring via an outlook plug-in. Another great feature is the audit rail which stores all activities performed. The Digital signature, delegation, task management system are also part of the business composition.

Project dashboard empowers everyday reporting across business units

Could be leveraged to build AI models to provide deeper insights

Supports continuous updates based on customer requirements

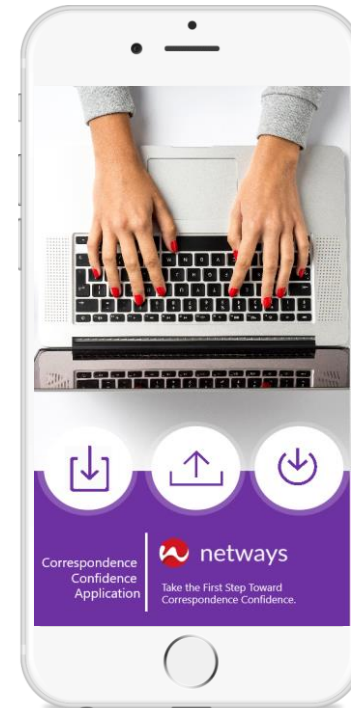
Provides roll up based on time, cost, resources & risks

Intelligent modular by design platform, BI packages can be merged & deployed together or separately.

Allows collaboration between PMOs & stakeholders



Relaxed Interface (Tablet / PC)



Mobile Interface

Secure Correspondence

Incoming, Outgoing and Internal

Capture, Act and Automate

Form Processing

Entity Extraction

Knowledge Mining

FEATURES

Users



Employee



Manager



Admin



External Users

eCMS



Correspondence
Automation



Correspondence
Intelligence



Multi-Security
Layers



Visual
Tracking



Digital
Signature



Knowledge
Mining



Intelligent
OCR



Task
Automation



Correspondence
Template

LOB Apps



Adobe
Sign



DocuSign



Document
Management



Power
Automate



Application
Backend (CDS)



Azure
Services

INSIGHTS

Check and manage your correspondence related tasks and notifications

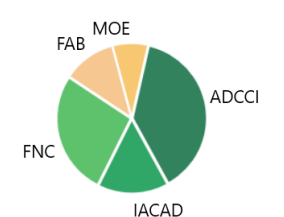
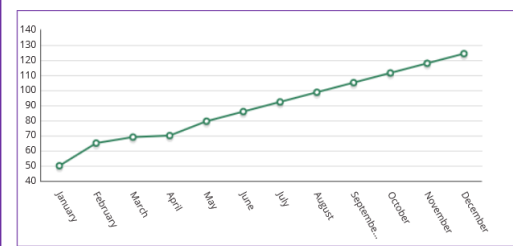
ADDCI Incoming Net-In-2020-013 5/1/2020 4:00 AM Sign	Finance Internal Net-Int-2020-053 5/2/2020 4:00 AM Comment
IACAD Outgoing Net-Out-2020-123 5/3/2020 4:00 AM Review	FAB Incoming Net-In-2020-011 5/4/2020 4:00 AM Review
HR Internal Net-Int-2020-009 5/5/2020 4:00 AM Sign	MOE Outgoing Net-Out-2020-015 5/6/2020 4:00 AM Comment
ADDCI Incoming Net-In-2020-005 5/7/2020 4:00 AM	Procurement Internal Net-Int-2020-019 5/8/2020 4:00 AM

Tasks Management

























All what you need to know on your incoming correspondences.

Number of Correspondences	Confidential Correspondences	Urgent Correspondences
30	5	12

Personalized Work Area

CONTEXT BASED ACTIONS

View Correspondences		Search correspondence by reference or subject or by sender	Filter	Sort
Incoming	 ADCCI Ali Hijazi Purchase order to the third change request of the project. 5/13/2020 4:00 AM Net-In-2020-001	    	>	
Outgoing	 IACAD Mohamad Beydoun Signed Contract with the new terms and conditions. 5/10/2020 4:00 AM Net-In-2020-002	   	>	
Internal	 ADCCI Ali Hijazi Invoice receipt for the last payment of the project. 5/9/2020 4:00 AM Net-In-2020-003	    	>	
	 FAB Ahmad Adel Invitation to the FSI event in August. 5/8/2020 4:00 AM Net-In-2020-004	   	>	

Tasks Management



Quick Signature



Quick Reply



Assign Task



Visual Tracking



Delete from Inbox







TRACK HISTORY

Correspondence Details	
Account ADCCI	Ziad Chehade 5/1/2020 4:00 AM Capture
Contact Ali Hijazi	Ali Hijazi 5/2/2020 4:00 AM Commented
Reference Net-In-2020-001	George Kayrouh 5/3/2020 4:00 AM Reviewed
Date 5/13/2020 4:00 AM	Ali Hijazi 5/4/2020 4:00 AM Commented
Subject Purchase order to the third change request of the project.	

Track Correspondence History

QUICK ACTIONS

← Correspondence Details

Account
ADCCI

Contact
Ali Hijazi

Reference
Net-In-2020-001

Date
5/13/2020 4:00 AM

Subject
Purchase order to the third change request of the project.

SAMPLE LETTER OF AGREEMENT

August 2, 2011

Professor Gail Gehrig
Florida State College at Jacksonville
South Campus, Room F-224
11901 Beach Boulevard
Jacksonville, FL 32246

Dear Professor Gehrig,

Thank you for approving my enrollment in [CNT 2943/CIS 1942/CIS 1943] at Florida State College at Jacksonville for the upcoming [Fall/Spring/Summer] Term. As the first part of the requirements for this course I am submitting this letter of introduction and acknowledgement that, along with the course syllabus, will serve as my contract for the course.

[I started work in the [computer/office systems] field in [Date] or [I have never worked in the [computer/office systems] field before but arrangements have been made whereby I can work in the field for 75 (CNT 2943 or CIS 1943)/50 (CIS 1942) hours during the term at [Company/Agency Name].

In this [job/internship] I will be performing the following [computer/office systems] related tasks over the next 15 weeks.







[Troubleshooting PC hardware and software problems.]
[Performing PC upgrades.]
[Performing minor PC maintenance.]
[Assisting technicians with network installation.]
[List additional tasks as appropriate...]

My supervisor during this period will be [Name] and [he/she] can be reached at [Phone Number] between the hours of 9:00 AM and 5:00 PM Monday through Friday. [He/She] has agreed to the job responsibilities/tasks outlined above and further agrees to monitor and report on my progress. This agreement is signified by [his/her] signature at the bottom of this page.

Sincerely,

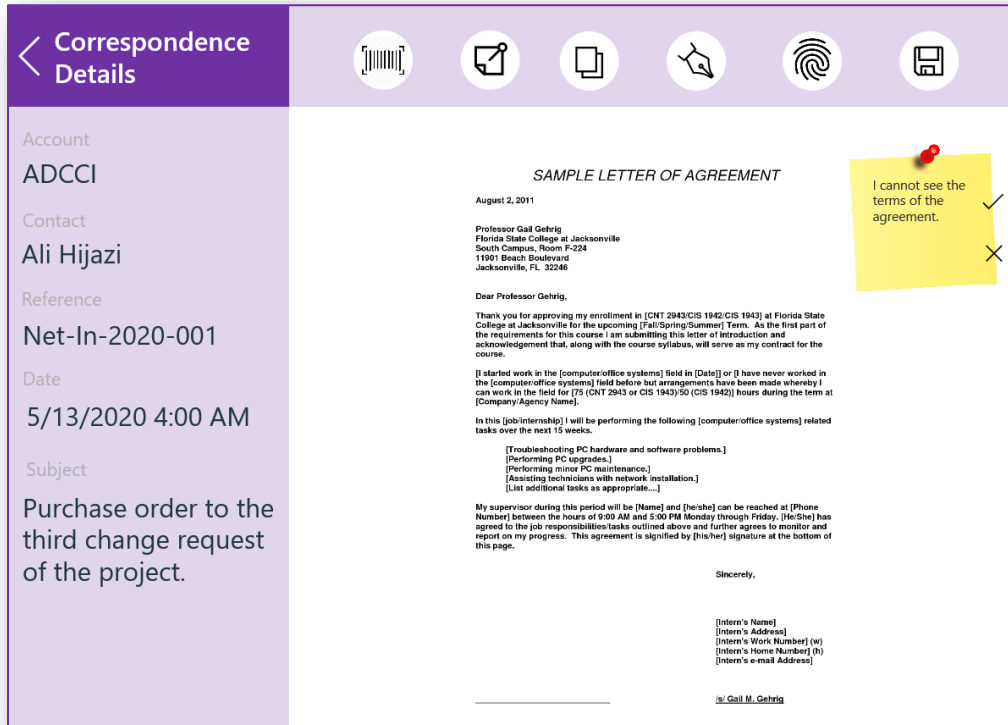
[Intern's Name]
[Intern's Address]
[Intern's Work Number] (w)
[Intern's Home Number] (h)
[Intern's e-mail Address]

/s/ Gail M. Gehrig

- 
Insert Barcode
- 
Add Note
- 
Blackout Section
- 
Add Signature
- 
Insert OTP
- 
Save Changes

Correspondence Actions

SECURITY



Correspondence Details

Account: ADCCI

Contact: Ali Hijazi

Reference: Net-In-2020-001

Date: 5/13/2020 4:00 AM

Subject: Purchase order to the third change request of the project.

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[I started work in the [computer/office systems] field in [Date]] or [I have never worked in the [computer/office systems] field before but arrangements have been made whereby I can work in the field for [75 (CNT 2943 or CIS 1943)/50 (CIS 1942)] hours during the term at [Company/Agency Name].

In this [job/internship] I will be performing the following [computer/office systems] related tasks over the next 15 weeks.

[Troubleshooting PC hardware and software problems.]
[Performing PC upgrades.]
[Performing minor PC maintenance.]
[Assisting technicians with network installation.]
[List additional tasks as appropriate...]

My supervisor during this period will be [Name] and [he/she] can be reached at [Phone Number] between the hours of 9:00 AM and 5:00 PM Monday through Friday. [He/She] has agreed to the job responsibilities/tasks outlined above and further agrees to monitor and report on my progress. This agreement is signified by [his/her] signature at the bottom of this page.

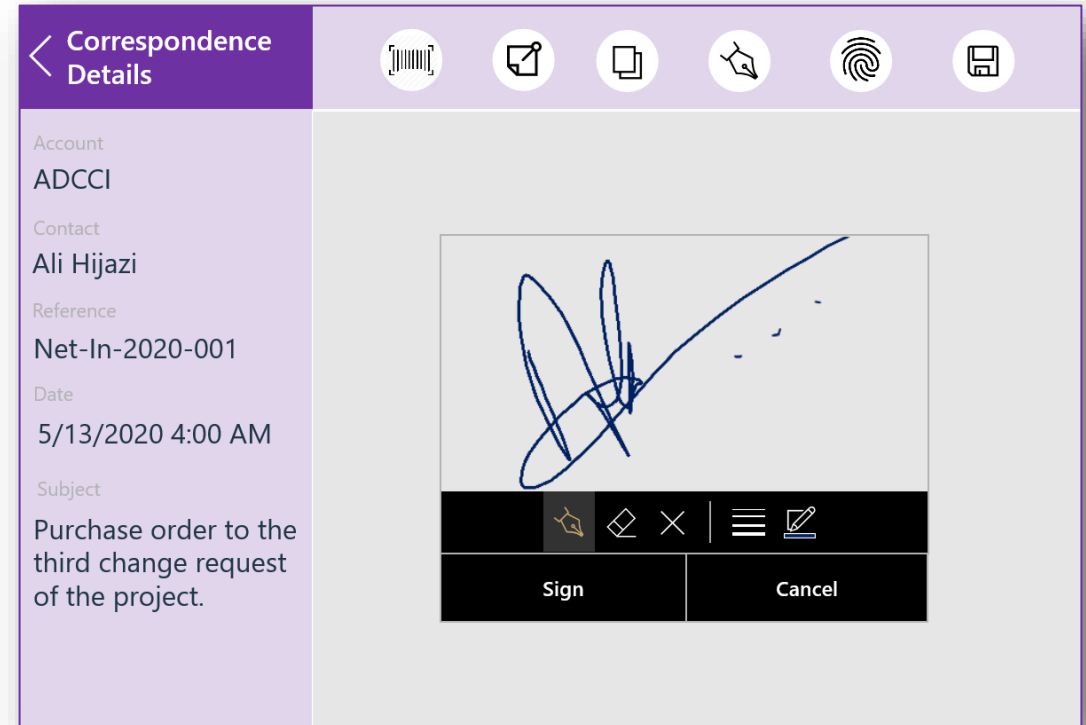
Sincerely,

[Intern's Name]
[Intern's Address]
[Intern's Work Number] (w)
[Intern's Home Number] (h)
[Intern's e-mail Address]

/s/ Gail M. Gehrig

I cannot see the terms of the agreement.

Multifactor Authentication, OTP, Identity Provider Integration



Correspondence Details

Account: ADCCI

Contact: Ali Hijazi

Reference: Net-In-2020-001

Date: 5/13/2020 4:00 AM

Subject: Purchase order to the third change request of the project.

[Handwritten signature]

Sign Cancel

Digitally Sign and Route Forms





CAPTURING TOOLS

← Capture Correspondence

Confidential Off

Urgent Off

Signature Required Off

Reference Number: Net-In-2020-013

Subject:

Correspondence Type: Invoice

Date Received: 5/20/2020

Sent By (Account Name): Find Account

Sent By (Contact Name): Find Contact

Notes: Start typing notes on this correspondence.

Assign to:

Tasks: Add task...

Save

 Add Image

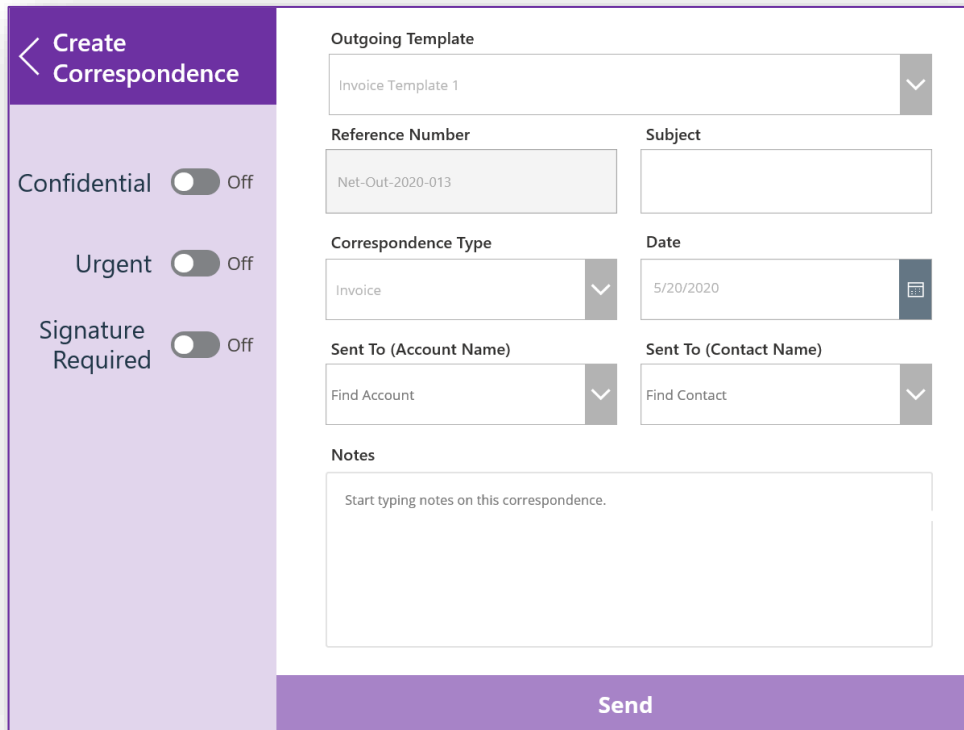
 Metadata Capture

 Task Automation

 Attach Correspondence

Integrated Capturing Process

TEMPLATES



Create Correspondence

Outgoing Template

Invoice Template 1

Reference Number: Net-Out-2020-013

Subject:

Correspondence Type: Invoice

Date: 5/20/2020

Sent To (Account Name): Find Account

Sent To (Contact Name): Find Contact

Notes: Start typing notes on this correspondence.

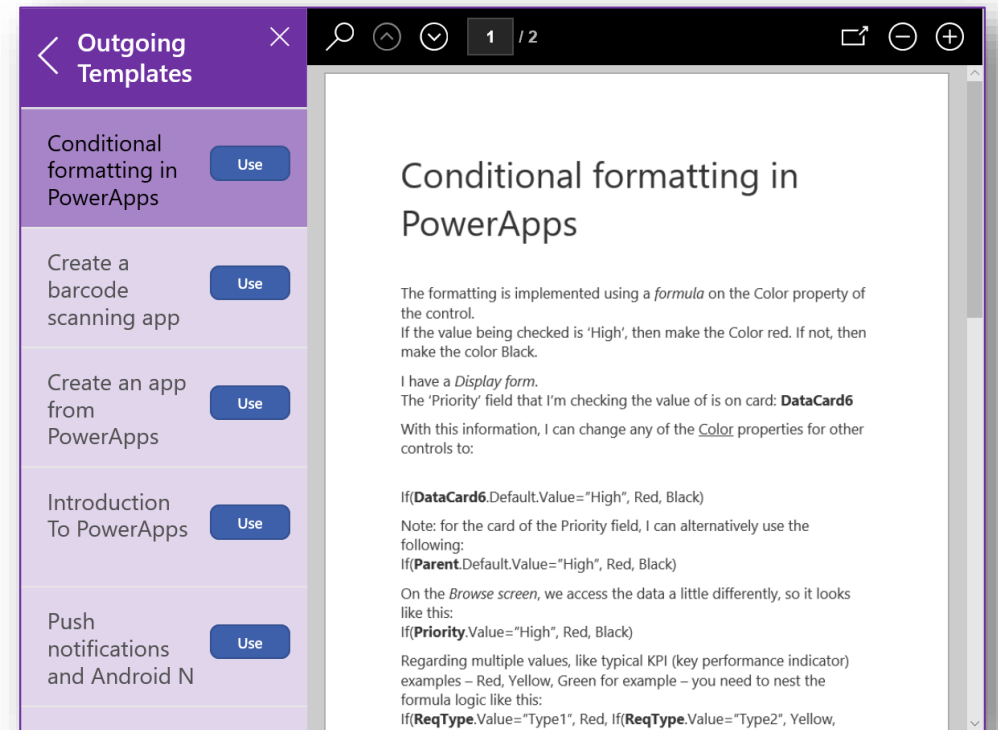
Send

Confidential Off

Urgent Off

Signature Required Off

Create Correspondence Based On Predefined Templates



Outgoing Templates

- Conditional formatting in PowerApps **Use**
- Create a barcode scanning app **Use**
- Create an app from PowerApps **Use**
- Introduction To PowerApps **Use**
- Push notifications and Android N **Use**

Conditional formatting in PowerApps

The formatting is implemented using a *formula* on the Color property of the control.
If the value being checked is 'High', then make the Color red. If not, then make the color Black.

I have a *Display form*.
The 'Priority' field that I'm checking the value of is on card: **DataCard6**

With this information, I can change any of the Color properties for other controls to:

```
If(DataCard6.Default.Value="High", Red, Black)
```

Note: for the card of the Priority field, I can alternatively use the following:
If(Parent.Default.Value="High", Red, Black)

On the *Browse screen*, we access the data a little differently, so it looks like this:
If(Priority.Value="High", Red, Black)

Regarding multiple values, like typical KPI (key performance indicator) examples – Red, Yellow, Green for example – you need to nest the formula logic like this:
If(ReqType.Value="Type1", Red, If(ReqType.Value="Type2", Yellow,

Templates Can be Customized



Thank you

Netways Presales Team

sales@netways.com

www.netways.com

 www.linkedin.com/company/netways